

IMPORTANT

DO NOT SUBMIT THIS FORM TO PCCD UNTIL YOU HAVE COMPLETED STEPS 1 THROUGH 7 LISTED ON THE PCCD EGRANTS ONLINE REGISTRATION QUICK START GUIDE.

This form must be completed and sent to PCCD before appropriate permissions to the PCCD Egrants system can be assigned. There is a minimum of three roles that need to be assigned within your agency before you will be capable of applying online. Those roles include: Program Creator, Financial Creator and Submission. These roles may be assumed by one person or by three different individuals. **A separate form must be completed and submitted for EACH PERSON in your agency who will be working in the Egrants system.**

Please type or print:

Individual Name:	
Applicant Agency Name (<i>appearing on the Grant</i>):	
User ID: (The one you chose in Step 2 of <i>PCCD Egrants Online Registration Quick Start Guide</i>)	
Telephone: (with area code)	
Email address:	

Please refer to page two of this document for description of the Egrants user roles listed below.

Agency User Manager

Grant Number	Program Reader	Program Creator	Financial Reader	Financial Creator	Submission
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				

Select the roles desired and identify the grant number(s) or specify 'All' to request the security role(s) for all grants for the Applicant Agency identified.

Submit this signed form to **PCCD Egrants Support** by email at RA-eGrantsSupport@pa.gov or by fax to (717) 783-7165. If you have any questions regarding this form, please contact the **PCCD Egrants Help Desk** by calling (717) 787-5887.

I hereby authorize the above-named individual to be granted access permissions as identified on this request for the agency/organization listed hereon.

Printed Name of Authorized Official

Signature

Title of Authorized Official

Date

For PCCD use only:

Date Received	Verification (if necessary)	Date Roles Enabled	Roles Enabled By

USER ROLE DESCRIPTIONS

1. **PROGRAM READER** - This role allows a user **READ-ONLY** access to all programmatic data within a project. This includes all summary project data (the kind of information that would, in the past, have appeared on the first page of a printed application); all narrative sections not specifically associated to the budget; and all sections devoted to performance measurement. Examples include but are not limited to: Problem Description; Project Description; and Performance Measures.
2. **PROGRAM CREATOR** This role allows a user **READ/WRITE** access to all programmatic data within a project. This includes all summary project data (the kind of information that would, in the past, have appeared on the first page of a printed application); all narrative sections not specifically associated to the budget; and all sections devoted to performance measurement. Examples include but are not limited to: Problem Description; Project Description; and Performance Measures. This role can also submit program reports.
3. **FINANCIAL READER** This role allows a user **READ-ONLY** access to all financial data within a project. This includes all summary project data (the kind of information that would, in the past, have appeared on the first page of a printed application); all budget sections and line items; and some contractual sections such as Recipient Agency Budget.
4. **FINANCIAL CREATOR** This role allows a user **READ/WRITE** access to all financial data within a project. This includes all summary project data (the kind of information that would, in the past, have appeared on the first page of a printed application); all budget sections and line items; and some contractual sections such as Recipient Agency Budget. This role can also submit fiscal reports.
5. **SUBMISSION** This role allows a user to **SUBMIT** applications, modifications, and continuations. A user without this role may work on a project but will not be able to submit it to PCCD. Similarly, if a project were returned to the applicant for revisions, only users with this role could re-submit the revised project. This role can allow agencies (particularly larger ones) to enforce some level of review over what is submitted to PCCD.
6. **USER MANAGER** Though the title can be somewhat confusing, this role allows a user to **MANAGE SECURITY ROLES** (access) for an agency's projects. Agencies can have as many User Managers as they need to accommodate their business processes. We strongly recommend that the agency have more than one User Manager to cover in case of illness/accident, but it would be the initial User Manager's responsibility to create second and subsequent User Managers.

NOTE ON ACCESS REQUESTS: For a User Manager to grant access, a system user must first request access within Egrants.